



**Policy:** 3020  
**Procedure:** 3020.01  
**Chapter:** Medical Health Records  
**Rule:** Organization of Medical Health Records

**Effective:** 03/20/07  
**Replaces:** 3000.08  
**Dated:** 03/18/04

**Purpose:**

Arizona Department of Juvenile Corrections (ADJC) Medical Services shall ensure that health care employees maintain the medical health records in a consistent and accessible manner.

**Rules:**

1. **THE MEDICAL RECORDS LIBRARIAN (MRL)** shall organize all medical health records in a standardized order and format.
2. **THE MEDICAL RECORDS LIBRARIAN** shall ensure that each medical health record consists of four sections, a dental pocket, and a vinyl pocket in the back. These shall be maintained as follows:

SECTION I

Significant Conditions & Diagnoses  
Doctor's Orders  
Receiving Screening  
Initial Health Assessment  
Physical Exam  
Medical History  
Prior Health Records  
Health History from Parents  
Immunization Records  
Release of Information

SECTION III

Medical Summary  
Vision/Hearing  
Lab Reports (3 to a Page)  
X-Ray Reports  
EKGs  
Medication Sheets  
Miscellaneous

DENTAL POCKET

Dental Record  
Dental X-Rays

SECTION II

Subjective/Objective/ Assessment/Plan (SOAP) sheets  
Consultation Reports  
Optometry Records  
Flow Sheets  
Monthly Multidisciplinary Team (MDT)/Staffing Update

SECTION IV

Chronological Movement Records  
Legal/Administrative/Insurance Documents  
Health Care Request  
Refusal of Treatment Form  
Medical Treatment/Clearance Form

VINYL POCKET

Consent Forms

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
03/20/2007	April Randle M.D.		